

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814



Employee Name	<u>Sheehy, Tom</u>
Expense Dates	<u>09/21/09-09/22/09</u>
Total Expense Amount	<u>139.12</u>
Amount Due Employee	<u>97.60</u>
Form ID	<u>TEA000510601</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	09/22	Parking, Auto	13.00	X
2)	09/22	Parking, Auto	27.00	X

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

/s/ Fred W. Klass

Approved
by:

Fred W Klass

09 SEP 24 PM 3:19
TEA000510601
SACRAMENTO
CALIFORNIA

approved
9/24/09
46

Travel & Expense Account Summary

Employee Name Tom Sheehy
Expense Dates 09/21/09-09/22/09
Report Name Howard Weil Inc. speaking engagement

Request Total \$ 139.12
Direct Charge Total - 41.52
Travel Advances - 0.00
Net Due Employee = 97.60

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Howard Weil Inc	139.12

NOTE: (d)=Direct Charge

DATE	Mon Sep 21	Tue Sep 22	Tue Sep 22							TOTAL
Mileage, Personal Auto	5.72	11.88								17.60
Dinner	18.00									18.00
Auto Rental (d)	41.52									41.52
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Parking, Auto		13.00	27.00							40.00
TOTALS \$	65.24	46.88	27.00							139.12

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Howard Weil	09/21/09	Mileage, Personal Auto	5.72	Cash
Regular Travel	Howard Weil	09/21/09	Dinner	18.00	Cash
Regular Travel	Howard Weil	09/21/09	Auto Rental	41.52	Direct Charge
Regular Travel	Howard Weil	09/22/09	Breakfast	6.00	Cash
Regular Travel	Howard Weil	09/22/09	Lunch	10.00	Cash
Regular Travel	Howard Weil	09/22/09	Incidentals	6.00	Cash
Regular Travel	Howard Weil	09/22/09	Parking, Auto	13.00	Cash
Regular Travel	Howard Weil	09/22/09	Parking, Auto	27.00	Cash
Regular Travel	Howard Weil	09/22/09	Mileage, Personal Auto	11.88	Cash